

## **ROLES & RESPONSIBILITIES**

As reflected by the duty roster, everyone takes responsibility for being an ambassador of both the chapter and SMPS in general. This usually boils down to being ready to answer (or find the answer to) questions: What is SMPS? What value does it have for people? How has it benefited you? What's the national conference like? What types of topics do your programs cover? Can I find a job through SMPS? How do I become a member? How much does it cost to become a member? Is my membership tax deductible? Can I transfer my membership from firm to firm? How do I report a change in my member information?

Ultimately it is each board member's job to inform people about SMPS. The more effectively you take care of the administrative tasks, the sooner you can put the wheels in motion to implement some of those great ideas you're bound to have! Finding time for both will be difficult, but it is the effort of people just like you that keeps the Society celebrating birthdays.

The board of directors governs the chapter and is responsible for ensuring smooth chapter operations, maintaining membership at stable growth levels, keeping the chapter on sound financial and legal footing, and delivering a benefit to the membership. It is also the responsibility of each board member to pass on the records to their successor, as well as to provide a briefing of duties and sharing methods that were particularly effective.

The Dallas Chapter is comprised of ten members whose term begins September 1<sup>st</sup> of each year. Those members are:

### **Officers**

- President
- President Elect
- Past President
- Secretary
- Treasurer

### **Directors/Committee Chairs**

- Education
- Programs
- Membership
- Communications (PR)
- Sponsorship

The following is an informal description/discussion of each board position and duties that are unique to each one. Each person's interpretation of their duties varies a little, so don't think that if it isn't in this book, you shouldn't/couldn't do it. Going beyond the call of duty is how we make our chapter and the Society better - by figuring out what needs to be done and doing it.

## **President**

### **Position Description**

The President is the principal officer of the Chapter exercising general oversight of its affairs and Officers.

### **Duties & Responsibilities**

- Attends all monthly board meetings and chapter events
- Oversees and mentors all board members as they carry out their duties and responsibilities
- Serves as the key point of contact with National in regards to submitting the required reports and documents on behalf of the Chapter
- Implements the strategic plan and budget for the new fiscal year
- Plans and chairs monthly board of director meetings
- Hosts monthly luncheon programs and special chapter events as necessary
- Acts as the chapter's spokesperson as needed in the community
- Works with the treasurer, plans and creates a responsible fiscal budget for the chapter and submits it to the board of directors for approval
- Reviews monthly bank statements for the chapter with treasurer
- Drafts a "Message from the President" for incorporation in newsletter and website
- Works with the President-Elect to initiate chapter awards and chapter elections and pre-planning for incoming board

### **Miscellaneous**

Because the President presides at meetings, he/she can neither take part in debate nor submit motions during the proceedings; in some cases the President may wish to relinquish the chair to the President Elect to personally participate in debate. The President clearly states all motions being presented at board meetings, recognize the individuals presenting the motions, and note if the motions were seconded and by whom so that the minutes will read accurately.

## **President Elect**

### **Position Description**

The President Elect stands ready to fill in for the President in his/her absence. In addition, the President Elect assists the President in overseeing the Board and serves as an additional resource for all positions and committees. The President Elect shall have all the powers and be subject to the same restrictions as the President.

### **Duties & Responsibilities**

- Attends all monthly board meetings and chapter events
- Serves as a board liaison on committees and periodically attends committee meetings to familiarize himself/herself with different committees
- Co-chairs and oversees the Awards & Charity event
- Initiates the process and forms a nominating committee for board elections for the next fiscal year
- Attends National's annual President's Leadership Symposium (PLS) in the spring
- Responsible for overseeing the mentoring program
- Drafts a conceptual plan for the upcoming year

### **Miscellaneous**

Since the President resides at meetings and doesn't participate in debate or make motions, it is the duty of the President Elect to act as his/her advocate and lead the assembly toward the desired result. The President Elect may preside over meetings: (1) whenever a personal motion about the President is made and (2) when a quorum of the board is present at the time that the meeting was scheduled to begin but the President is still absent.

## **Past President**

### **Position Description**

The President serves as a mentor for new board members and is there to provide "industrial knowledge" of chapter activities

### **Duties & Responsibilities**

- Acts as advisor to board and chapter
- Recruits new board and regular members
- Assists fellow board members as needed
- Helps develop programs to keep veteran members involved
- Oversees the mentoring and CPSM programs (leadership development)
- Serves on nominations and elections committee

## Secretary

### Position Description

The secretary is the chronicler for the chapter and ensures minutes are taken, recorded and distributed at all board and executive committee meetings. The secretary also serves on the executive committee of the chapter.

### Duties & Responsibilities

- Attends all monthly board meetings and chapter events
- Attends and takes minutes for all chapter board meetings
- Distributes meeting minutes via e-mail to all board members
- When required, attends and takes minutes for executive committee meetings
- Purchases office and other supplies
- Sits at check-in table at each program
- Creates/Maintains/Distributes current board and committee rosters
- Orders board name badges
- Coordinates chapter award submittals
- Assists the president in compiling pre-board meeting reports, as needed
- Manages award submittal process for the chapter
- Facilitates philanthropic and community service activities, as needed
- Facilitates chapter correspondence, i.e. "thank you" notes, as requested by the board

## Treasurer

### Position Description

Keeps track of the money!

### Duties & Responsibilities

- Deposits funds
- Pays bills/writes checks
- Reconciles and balances checkbook
- Collects money and issues receipts at check-in table at each program
- Creates financial report each month
- Creates and sends chapter invoices
- Helps create budget, analyzes actual and budgeted costs
- Watchdogs the dollar-to-member ratio
- Prepares chapter's annual financial report for national by deadline
- Files all necessary forms with the IRS
- Retains all records for audit (receipts, statements, deposit slips, canceled checks, expense records, etc.)

## **Education Chair**

### **Position Description**

The education chair is charged with directing the education committee to design a year of wide-ranging educational opportunities for A/E/C professionals.

### **Duties & Responsibilities**

- Attends all monthly board meetings and chapter events
- Drafts a budget and conceptual plan of education initiatives for the upcoming year
- Provides an implementation plan and schedule, as well as desired outcome or quantifiable goals
- Holds monthly committee meetings to coordinate and direct the efforts of the program committee
- Ensures that programs are educational and appropriate for various levels of expertise and specifies applicable “Domains of Practice” for each program
- Researches and recruits quality speakers
- Coordinates topics/facility/food/speakers/A-V equipment for each of five programs
- Meets deadline for conveying meeting information to PR committee and board members
- Maintains and distributes program evaluations for each meeting
- Makes CEU forms available at each meeting
- Arrives early to each program to check facility and equipment
- Introduces speaker(s) at program
- Prepares, distributes and summarizes program surveys
- Sends thank you note to speaker(s) within a week of the event

## **Program Chair**

### **Position Description**

The program chair is charged with planning and implementing programs for the Chapter’s monthly events.

### **Duties & Responsibilities**

- Attends all monthly board meetings and chapter events
- Drafts a budget and conceptual plan of education initiatives for the upcoming year
- Provides an implementation plan and schedule, as well as desired outcome or quantifiable goals
- Holds monthly committee meetings to coordinate and direct the efforts of the program committee
- Ensures that programs are educational and appropriate for various levels of expertise and specifies applicable “Domains of Practice” for each program

- Researches and recruits quality speakers
- Coordinates topics/facility/food/speakers/A-V equipment for each of six programs
- Meets deadline for conveying meeting information to PR committee and board members
- Maintains and distributes program evaluations for each meeting
- Makes CEU forms available at each meeting
- Arrives early to each program to check facility and equipment
- Introduces speaker(s) at program
- Prepares, distributes and summarizes program surveys
- Sends thank you note to speaker(s) within a week of the event

### Membership Chair

#### Position Description

The membership chair is charged with maintaining current membership, acts as the SMPS member contact on all issues related to membership, and is responsible for increasing DFW chapter membership.

#### Duties & Responsibilities:

- Attends all monthly board meetings and chapter events
- Drafts a budget and conceptual plan of membership initiatives for the upcoming year
- Provides an implementation plan and schedule, as well as desired outcome or quantifiable goals
- Maintains chapter master membership list
- Maintains list of potential members
- Conducts occasional members surveys
- Provides membership information to potential members, ie. new member packets
- Coordinates contact with existing members: greeting them at meetings, placing follow-up phone calls, etc.
- Coordinates membership events as determined by the annual conceptual plan (i.e. Happy Hours)
- Tracks monthly membership expirations and follow-ups with a reminder to ensure the member renews and documents reasons for discontinuation of membership
- Maintains relationships with peer organizations

## **Communication (PR) Chair**

### **Position Description**

The communications (PR) chair is charged with directing the efforts of the web site, graphics, newsletter, photography, and media relations. The communications chair acts as the member contact on all issues related to communications, from public relations through brand identity, and is responsible for the public image of the chapter.

### **Duties & Responsibilities**

- Attends all monthly board meetings and chapter events
- Drafts a budget and conceptual plan of communication initiatives for the upcoming year
- Plans an implementation plan and schedule, as well as desired outcome or quantifiable goals
- Holds monthly committee meetings to coordinate and direct the efforts of the communications committee
- Creates and sends monthly program and specialty announcements
- Coordinates the web site and regularly updates the chapter web site
- Coordinates photography at all events and programs to shoot photographs for the web site, newsletters, and other public relations material
- Coordinates the newsletter to be produced quarterly
- Coordinates graphics by designing flyers, direct mail pieces, boards, and any other promotional items for the chapter. Informs board members of graphic design procedures
- Coordinates producing press releases for all chapter events to a variety of industry media and other publications
- Maintains chapter brand identity

## **Sponsorship Chair**

### **Position Description**

Works with companies to identify opportunities to promote and market a company's array of services directly to its potential end-users

### **Duties & Responsibilities**

- Attends all monthly board meetings and chapter events
- Holds monthly committee meetings to coordinate and direct the efforts of the sponsorship committee
- Designs and produces promotional sponsorship materials (price lists, letters, etc.)
- Maintains ongoing history of sponsors database
- Coordinates thank you notes for sponsors
- Acknowledges sponsors at chapter events